



"Enriching Lives"

COUNTY OF LOS ANGELES

DEPARTMENT OF CORONER

1104 N. MISSION RD., LOS ANGELES, CALIFORNIA 90033



Anthony T. Hernandez
Director

Lakshmanan Sathyavagiswaran, MD
Chief Medical Examiner-Coroner

November 3, 2010

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

32 November 3, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ACCEPT A GRANT AWARD FROM THE FEDERAL NATIONAL
INSTITUTE OF JUSTICE'S PAUL COVERDELL FORENSIC
SCIENCE IMPROVEMENT PROGRAM
FOR THE FISCAL YEARS 2010-11 AND 2011-12
AND APPROVE AN APPROPRIATION ADJUSTMENT
(ALL DISTRICTS)(4 VOTES)**

SUBJECT

Approval for the Director, Department of Coroner, to accept a grant award in the amount of \$172,000 from the Federal Paul Coverdell Forensic Science Improvement Program to improve the quality and timeliness of forensic science and medical examiner services and approve appropriation adjustment.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director, Department of Coroner, to accept a grant award in the amount of \$172,000 from the National Institute of Justice to implement "Streamlining Medical Examiner's Work Processes Using a Machine-Readable labeling System".
2. Delegate authority to the Director, Department of Coroner, or his designee, to act as agent for the County to execute and submit all grant

Accreditations:

*National Association of Medical Examiners
California Medical Association-Continuing Medical Education
Accreditation Council for Graduate Medical Education*

*American Society of Crime Laboratory Directors/LAB
Peace Officer Standards and Training Certified*

documents, including but not limited to applications, agreements, modifications, amendments, extensions, and payment requests that may be necessary for completion of this program that do not increase Net County Cost.

3. Approve the attached Appropriation Adjustment, recognizing \$172,000 in grant funding for FY 2010-11 in the Department's Services and Supplies appropriation in the amount of \$172,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The Department of Coroner recommends that your Board, as the County's governing body, approve the Federal allocation of Paul Coverdell program funds to the County; authorize implementation of the County-administered project; and authorize the Director, Department of Coroner to enter into this grant award agreement on your Board's behalf with the National Institute of Justice.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

Approval of the recommended action is consistent with the County's Strategic Plan, Goal 1. Operational Effectiveness. The project will streamline and improve services provided by the Department of Coroner and promote information technology services which are cost effective, reliable, accessible and secure.

FISCAL IMPACT/FINANCING:

Board approval of the attached Appropriation Adjustment (Attachment B) will allow sufficient funding in the Department's Services and Supplies appropriation in the amount of \$172,000 for project costs during the current fiscal year.

The Paul Coverdell Forensic Sciences Improvement Grant funding will offset project costs. No match is required. Funds will be used to hire consultants to analyze the Department of Coroner's needs, develop appropriate software, train employees and purchase equipment needed to implement the project.

No new employees will be hired for this project. After the Federal grant expires, there will be minor continuing costs for supplies and maintenance of equipment.

There is no impact on net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Each year the National Institute of Justice allocates grant funds under the Paul Coverdell Forensic Science Improvement Program. These funds are allocated to state and local governments for one or more of three purposes: 1) To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner services in the state 2) To eliminate a backlog in the analysis of forensic science evidence 3) To train, assist and employ forensic laboratory personnel as needed to eliminate such a backlog.

The Department of Coroner's project "Streamlining Medical Examiner's Work Processes Using a Machine-Readable Labeling System" will create a system of machine-readable labels for property, evidence, and laboratory specimens, thus increasing the accuracy and timeliness of processing items for which the Coroner is responsible.

This project implements machine readable labeling technology with the objective to reduce human error, avoiding illegible or missing labels, and reducing backlogs in areas responsible for property and evidence.

The anticipated improvements in timeliness and quality include the following:

- Reduced human error in identifying and storing physical items.
- Reduced time for investigating and resolving discrepancies in identification of physical items.
- Reduced backlog of items such as property letters.
- Improved reporting of backlogs and processing rates to management, with resulting opportunities to correct delays.
- Backup of logs of physical items to an off-site computer. This is a necessary step in business continuity planning.
- Improved legibility of labels, which will be printed rather than handwritten or stamped

Paul Coverdell Grant funds will provide for consultants to assist in analyzing Coroner's work processes, design and implement a system of machine-readable labels, and hardware needed to implement the labeling system. Due to budget reduction at the state and local levels in California, this project is unlikely to be funded using local resources.

This project is recommended in the Management Audit of the Department of Coroner dated April 27, 2010.

The Paul Coverdell Forensic Sciences Improvement Program is authorized by the Paul Coverdell Forensic Sciences Improvement Act of 2000, as amended. The grant period will be from October, 2010 to September, 2011. This Board letter has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES OR PROJECTS:

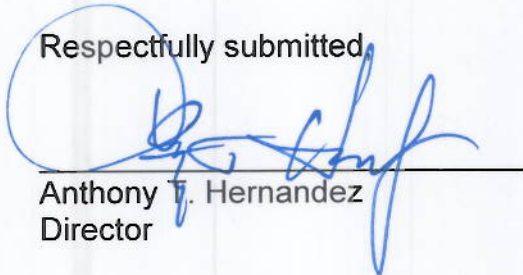
This program will initially create workload increases, particularly for the Coroner's Forensic Data Information Systems and Contract offices. In the long term, there will be a net workload reduction by eliminating handwritten tags and labels, as well as an improvement in the accuracy of labeling. This project will interface with the Department of Coroner's document management system, which is currently in development.

CONCLUSION:

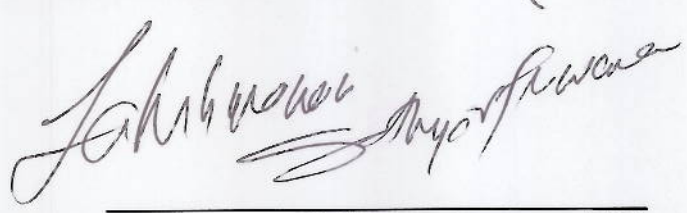
Following Board approval, the Executive Officer-Clerk of the Board is requested to return two copies of the adopted Board letter to:

Department of Coroner
Attention: Elizabeth Seung, Contracts Manager

Respectfully submitted,



Anthony T. Hernandez
Director



Lakshmanan Sathyavagiswaran, M.D.
Chief Medical Examiner Coroner

Attachment

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

Los Angeles County Chief Executive Office

Grant Management Statement for Grants \$100,000 or More

Department: *LOS ANGELES COUNTY DEPARTMENT OF CORONER*

Grant Project Title and Description

Streamlining Medical Examiner's Work Processes Using a Machine Readable Labeling System

Funding Agency

*DOJ Office of Justice
Programs - National
Institute of Justice*

Program (Fed. Grant #/State Bill or Code #)

2010-CD-BX-0078

Grant Acceptance Deadline

October 29, 2010

Total Amount of Grant Funding: *\$172,000*

County Match: *0*

Grant Period:

Begin Date: *10/10*

End Date: *9/11*

Number of Personnel Hired Under This Grant:

Full Time: *0*

Part Time: *0*

Obligations Imposed on the County When the Grant Expires

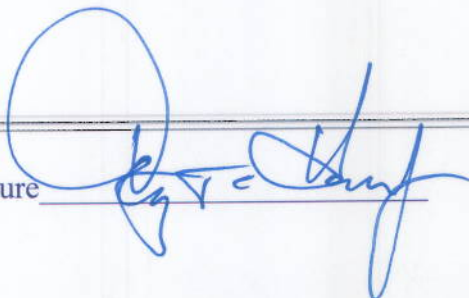
Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b.) Identify other revenue sources (describe below)		
	Yes <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Impact of additional personnel on existing space:

N/A

Other requirements not mentioned above:

Department Head Signature



Date: *10-20-10*

PINK

76R 352M 11/83

BOARD OF
SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.
No. 340

DEPARTMENT OF CORONER

NOVEMBER 3 2010

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2010-11
4 - VOTES

SOURCES

DEPARTMENT OF CORONER
FEDERAL GRANTS
A01-ME-90-9031-19150
\$172,000

INCREASE REVENUE

USES

DEPARTMENT OF CORONER
SERVICES AND SUPPLIES
A01-ME-19150-2000
\$172,000

INCREASE APPROPRIATION

JUSTIFICATION

TO RECOGNIZE FEDERAL NATIONAL INSTITUTE OF JUSTICE'S PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT PROGRAM GRANT AWARD FOR FISCAL YEARS 2010-2011 AND 2011-2012. (See Attached)

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Anthony Hernandez
DIRECTOR, DEPARTMENT OF CORONER

CHIEF EXECUTIVE OFFICER'S REPORT NOV 3 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR --

ACTION

APPROVED AS REQUESTED ✓

AS REVISED

RECOMMENDATION

October 19 2010

Shelley Weis
CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER

BY

Kan Shikuma

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

NO. 052

October 19 2010

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER